

Solicitation Number: 05-0006-01
Information Technology Enterprise Architecture Support Service for the Office of Naval Research for Code 06 - Office of the CIO

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contracts (MATOC) for support services under CLIN 0006 – Information Technology Support are due by 2:00 PM (local), Tuesday, 16 August 2005.

1.0 Background

Pursuant to the Clinger – Cohen Act of 1996; OMB Circular A-130, A-11, sections 53 and 300; and Ronald Reagan Defense Act (RRDAA) for FY 2005 requires the federal government and/or DoD agencies including the Office of Naval Research (ONR) to develop and maintain enterprise architectures.

An enterprise architecture (EA) will establish the Office of Naval Research's (ONR) roadmap for achieving its mission through optimal performance of its core business processes within an efficient Information Technology (IT) environment. Simply put, enterprise architectures are blue prints for systematically and completely defining an organization's current (baseline or "as-is") and/or desired (target or "to-be") IT architecture.

2.0 Base Period Statement of Work

2.1 Objective

The contractor shall create an enterprise architecture program plan that will detail the vision, scope and objectives, processes, planning methodology, computer resources, planning personnel membership, work-plan, and budget for developing an ONR enterprise architecture plan (EAP).

2.2 Scope

During the base period, the contractor will develop an overall program plan for ONR's enterprise architecture development. ONR's enterprise operational span will be defined and participating business units identified and selected for the enterprise architecture. The contractor will create an enterprise architecture (EAP) Work-Plan and Guide Book.

2.3 Technical Tasks/Requirements

2.3.1 Organizational EA Vision

The contractor shall facilitate development of an EA vision statement via meetings with ONR executives and departmental managers. Meetings will be held at least 3 times during the performance of the base period.

2.3.2 EAP Planning Methodology

The contractor shall assist the program officer in formulating the essential principles and requirements of ONR's enterprise planning methodology via intrinsic expertise of EA planning, evaluating current planning/development methods and standards in place within the organization, external consultancy and/or tailoring of proprietary methods. The contractor shall develop a preliminary table of contents of each report to be produced during the EAP process.

2.3.3 Computer Resources

The contractor shall determine the EAP tool set and software products, computer hardware requirements, appropriate EAP database and user interfaces, reports and routines. The contractor shall assist the program officer in estimating clerical support for the enterprise survey and other EAP clerical activities.

2.3.4 Planning Team Identification and Organization

The contractor shall assist the program officer in determining the skill-set, effort, roles and responsibilities, and number of personnel required for each EAP task area. The contractor shall conduct training sessions to describe the EAP methodology and benefits and to promote interest and enthusiasm throughout the enterprise.

2.3.5 Enterprise Architecture Plan Workplan

The contractor shall list all the required EAP steps and phases in the methodology and their alignment to individual team members, estimate time duration for each phase and step, determine start and completion dates of each resourced event, create a project control and status reporting process and deliverables, estimate fiscal impact (cost and budget) of the EAP program, and prepare, maintain, and distribute the EAP project workplan to team members.

2.3.6 Management Approval of the EAP Workplan

The contractor shall assist the program officer in planning the approach and presentation materials for management review of the EAP work plan. The contractor shall prepare executive –level presentation materials, assist the program officer in resolving personnel, funding, scheduling, and other resource issues, and assist in publicizing the expressed commitment of executive management throughout the enterprise business units. The contractor shall assist the program officer in hosting a general EAP orientation (executive overview) for the ONR enterprise.

2.4 Reports Data and Other Deliverables: The contractor shall deliver the following:

2.4.1 EAP Program Plan:

(a) The contractor shall submit up to three (3) Drafts and a final program plan that will include the following:

- (1) A vision statement derived from collaboration with ONR's executive management.
- (2) All favorable and unfavorable cultural characteristics that may effect the implementation of an enterprise architecture at ONR.
- (3) The definition of the scope of ONR's enterprise architecture and identification of all participating organizational units; i.e., all areas that need to share substantial amounts of information.
- (4) A statement of objectives citing what the enterprise architecture plan is to accomplish.
- (5) The strategy, enumeration of success factors, and schedule for implementation of the base.
- (6) A list of requisite computer resources (databases, data entry screens, reports, programs, tools, etc. to complete the initiation phase.

(7) A list of the planning team membership, roles and responsibilities, participating departments.

(b) The contractor shall deliver the first draft of the EAP Program Plan 45 days after contract award (CA). The Program Officer will review the draft and make any necessary inputs within 10 days after receipt of the plan. The contractor shall submit subsequent drafts as required by the Program Officer. The contractor shall deliver the final program plan at the completion of the base period. Contractor format for drafts and final program plan is acceptable and must be approved by the Program Officer.

2.4.2 *An Enterprise Architecture Work-Plan*: The work-plan shall provide project schedules for all activities (work tasks, procurements, etc.) and plans. The contractor shall deliver this item at the completion of the base period. Contractor format is acceptable and must be approved by Program Officer.

2.4.3 *An Enterprise Architecture Planning (EAP) Methodology Guide Book*: The guide book shall contain the following: planning initiation steps, business model development steps and processes, existing system architecture and technology cataloging steps and processes, Department of Defense Architecture Framework (DODAF) compliant data architecture definition steps and process, DODAF compliant application architecture definition steps and process, and DODAF compliant. The contractor shall deliver this item at the completion of the base period. Contractor format is acceptable and must be approved by the Program Officer.

2.4.4 *Executive management presentation materials* for an EAP executive overview materials (vugraphs, charts, etc.) shall be prepared for at least four presentations. The contractor shall deliver the materials at the completion of the base period.

2.4.5 *Monthly Program Schedules and Progress Reports*: Contractor format is acceptable and must be approved by the Program Officer. The Program Schedule should at the minimum indicate progress made on meeting program milestones pertaining to deliverables, such as reports, action items and other program objectives.

3.0 Option Period Statement of Work

3.1 Objective

During the Option period, the contractor will create and generate the enterprise architecture plan (EAP).

3.2 Scope

During the Option period, the contractor will conduct enterprise business modeling. Enterprise surveys, current systems and technology cataloging, data, applications, and technology architecture definitions and reports pursuant to the Department of Defense Architecture Framework (DODAF) and Department of the Navy Chief Information Officer directives.

3.3 Technical Tasks/Requirements

3.3.1 Enterprise Business Modeling

The contractor shall document the ONR organizational structure, identify and define the business functions, and document the preliminary business model, distribute and present it to the program officer and organization for review.

3.3.2 Enterprise Survey

The contractor shall conduct an enterprise survey to gather the detail necessary to model ONR's business functions and processes.

3.3.3 Current Systems & Technology Cataloging

The contractor shall identify and document all of the business computer information systems and technology platforms in use within the ONR enterprise.

3.3.4 Data Architecture

The contractor shall identify and define the major kinds of data that support the business functions defined in the business model pursuant to the modeling requirements of DODAF specified by the DONCIO architecture development process (ADPM).

3.3.5 Applications Architecture

The contractor shall identify and define the major software applications needed to manage the data and support the business functions of the ONR enterprise pursuant to the modeling requirements of DODAF specified by the Department of the Navy Chief Information Officer (DONCIO) architecture development process (ADPM).

3.3.6 Technology Architecture

The contractor shall identify and define the major technologies needed to provide an environment for the applications that are managing ONR data. This architecture shall be compliant to the modeling requirements of DODAF specified by the DONCIO architecture development process model (ADPM).

3.4 Reports Data and Other Deliverables: During the Option period, the contractor shall deliver the following:

3.4.1 Final Report and Implementation Plan

The contractor shall formulate a final report including a plan for implementation of the defined ONR enterprise architecture pursuant to the results of tasks cited in sections 3.1.2.1 through 3.1.2.6.. The contractor shall deliver this items at the completion of the Option Period. Contractor format is acceptable and must be approved by the Program Officer.

3.4.2 Executive Presentation Materials

The contractor shall provide final report vignettes for presentation to ONR executive and operational management. The contractor shall deliver the materials at the completion of the option period. Contractor provided format is acceptable and must be approved by the Program Officer.

3.4.3 Monthly Program Schedules and Progress Reports: Contractor format is acceptable and must be approved by the Program Officer. The Program Schedule should at the minimum indicate progress made on meeting program milestones pertaining to deliverables, such as reports, action items and other program objectives.

4.0 PERSONNEL QUALIFICATIONS

4.1 Personnel Qualifications

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to support the tasks:

4.1.1 All personnel must be thoroughly familiar and proficient in the use of commercial software packages such as Microsoft Word, Project, Excel and PowerPoint.

4.1.2 Program Analyst or Equivalent: At least a M.B.A, or Master's degree in information systems, systems engineering, or equivalent from an accredited college or university and at least 3 years of experience in systems analysis, systems engineering, administrative science or equivalent. Candidate must be able to effectively communicate orally and in writing.

4.1.3 Enterprise Architect or Equivalent: At least a Master's degree from an accredited college or university and 5 years of experience in information technology (IT) enterprise architectures or enterprise architect certification from a recognized industry or government association or equivalent. The candidate should have excellent skills in information systems analysis and IT architecture development. Candidate should have demonstrated competence in the DoD enterprise architecture framework (DODAF), particularly that of the Department of the Navy as prescribed by the Department of the Navy Chief Information Officer (DONCIO). The candidate should have the ability to effectively plan and derive an DoD compliant "to be" IT enterprise architecture and all of its associated artifacts from an legacy organizational "as-is" architecture. Candidate must be able to effectively communicate orally and in writing.

4.2 Level of Effort

4.2.1 The level of effort has been estimated for the proposed contract. Both a 3 - month base period and a 4-month option period have been defined (Total potential period of performance, with options, is 7 months).

4.2.2 **Base Period**: The base period of performance will be from time of award through 3-months. The level of effort anticipated for this period is approximately 1/4 man-years at an average rate of approximately 160 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

Labor Category	Hours
Enterprise Architect	480
Program Analyst	480

NOTE: 2,000 hours is equivalent to one (1) man-year

4.2.3 **Option:** If exercised, the option period of performance will be from the effective date of the Option through 4-months thereafter. The level of effort anticipated for this period is approximately 1/4 man-years at an average rate of approximately 160 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

Labor Category	Hours
Enterprise Architect	640
Program Analyst	640

NOTE: 2,000 hours is equivalent to one (1) man-year

4.2.4 The above labor categories and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement. While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

5.0 **Order Details**

5.1 **Contract Type:** The Navy anticipates awarding a cost plus fixed fee level of effort task order.

5.2 **Period of Performance:** The period of performance for the base period is 3 months. If exercised, the period of performance for the option period is 4 months.

5.3 **Other Direct Costs (ODCs)**

ODCs (including travel, supplies, etc.) will be reimbursed at cost plus G&A without profit or fee. Purchases of items (other than consumable materials or supplies) exceeding \$2,500 and all travel must be approved in advance by the Contracting Officer's Representative (COR). The total Travel/ODC amount is not to exceed (NTE) \$2,250 per period.

This NTE amount should be proposed and included as part of the cost total (without profit or fee) in every proposal submitted under this solicitation.

5.3.1 **Travel and Per Diem** – In accordance with the contract requirements, direct costs associated with the Contractor's travel, including per diem, shall not exceed the applicable rates found in the Federal Travel Regulation (FTR) and/or the Joint Travel Regulations (JTR). All travel arrangements under the Contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor. Travel cost shall not exceed \$1,250.00 for the base and \$1,250.00 for the Option.

5.3.2 Other Direct Costs (Other than Travel and Per Diem) - ODCs may be required to fully support this task requirement. At this time, the specific items cannot be identified; however, the ODC and Travel cost total cannot exceed the NTE amount stated in Section 4.3. ODC shall not exceed \$1,000 for the base and \$1,000 for the option.

5.4 Place of Performance: Work will normally be performed at the Contractor's facilities. The contractor shall perform approximately 80% of work at the government facility and 20% at the contractor's site.

5.5 Government Furnished Resources (GFR): The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).

5.5.1 Facilities, Supplies and Services: The facilities required to perform the tasks outlined in the Statement of Work will be at the Contractor's place of business. Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, and utilities) will be provided while working in Government facilities. The availability of any required computer resources while working in Government facilities should be verified in advance with the designated Contracting Officer's Representative (COR).

5.5.2 Information: All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

5.5.3 Documentation: All existing documentation relevant to this task's accomplishment will be made available to the Contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

5.5.4 Equipment: With the exception to the basic facility items noted Subsection 4.5.1, and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. PC's should not be proposed as a direct charge under this solicitation. For security purposes, computers may be required to be authorized and approved for use by ONR.

Contractors may be required to obtain one or more Navy Marine Corps Intranet (NMCI) seats to perform the Task Order statement of work. ONR currently plans to formally transition to NMCI on or about 1 OCT 2005. During the performance of the Order, if either party (Government or Contractor) identifies a requirement for the Contractor to obtain an NMCI seat to perform its duties, ONR officials will work with the Contractor to obtain an NMCI seat in a timely manner and, if necessary, will pursue a mutually satisfactory agreement in regards to any formal modifications or changes to the scope, structure or dollar values of the Order as a result of the emerging NMCI requirements. General information regarding NMCI can be obtained at: <http://www.nmci-eds.com/index.asp>.

5.6 Subcontracts/Consultants: Contractor may request or propose, on a case-by-case basis, subcontract/consultant support for specific technical tasks. In accordance with FAR 52.219-14 of the MATOC contracts, prime Contractor employees shall perform at least 50 percent of the cost of contract performance incurred for personnel.

5.7 Security Requirements:

(a) Clearance Requirements. No classified information or requirements are anticipated. The Contractor is required to safeguard the information labeled as proprietary.

(b) Privacy Act. All Contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.

(c) Nondisclosure Agreement. In the course of its work, the selected Contractor will be required to execute a Nondisclosure Agreements (NDAs) as outlined in Section 5.2.1 of this solicitation.

5.8 Organizational Conflict of Interest

5.8.1 Safeguarding Information

The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the Contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to or produced by the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets, proposed Navy budgetary information, and acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The Contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The Contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to Contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

5.8.2 Organizational Restrictions

Support contractor's knowledge of competition sensitive information, described in paragraph above, may unfairly affect its competitive position in future ONR research solicitations. The Contractor understands that, during performance of the contract resulting from this Order solicitation and for a period of up to two years after the completion of its performance of the contract, the Contractor, any affiliate of the Contractor, any joint venture involving the Contractor, any entity into or with which the Contractor may merge or affiliate, or any other successor or assign of the Contractor may not be eligible to participate as a prime Contractor, subcontractor, consultant, joint venture, partner, or other agreements directly impacted by ONR programs.

6.0 Proposal Requirements

6.1 Proposal Format: The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. Information for the technical portion shall be a separate and segregable document from the cost proposal. No cost information should be included in the technical section. The length of the technical proposal shall not exceed ten (10) pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

(a) Technical Proposal: The technical proposal should include the following: The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; whether and to what degree consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; how a surge capacity will be maintained to meet unanticipated requirements; and how administrative tasks such as travel, security and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where appropriate. The proposal should acknowledge that the Contractor will provide the appropriate IT/telecommunications equipment for the proposed personnel for this task order.

(b) Cost Proposal: The Offeror should submit a cost proposal that itemizes the following proposed costs (as applicable): direct labor (including each labor category with associated proposed hours and hourly rate), fringe benefits, labor overhead, consultants, subcontracts, subcontractor/consultant handling charges, G&A, cost of money, fixed fee and any other relevant cost categories. The Offeror should also include the estimated Travel and ODC amounts set forth in the "Other Direct Costs" section of the solicitation as part of its proposed costs. The base calculation and rates must be provided for all indirect cost items. Subcontract cost information containing the same type of details described above for the prime must be provided either with the proposal (it can be submitted in sealed envelope) or mailed separately before the solicitation due date and time.

If available and applicable, the Contractor should also provide its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

6.2 Other Required Documents: Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

6.2.1 Non-Disclosure Agreement. Each employee of the successful Offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the Contractor. Attachment A is the NDA that shall be used at the commencement of this order.

6.3 Proposal Submission: The due date for receipt of proposals for this solicitation is no later than 2:00 PM (Local Time) on Tuesday, 16 August 2005. All forms of proposal submission must include a signed cover sheet. Proposals can be:

(a) Uploaded electronically via the "[Upload Proposals](#)" hyperlink, which is under the hyperlink for this solicitation on ONR's MATOC website (Note: this site restricts the formats of uploaded documents to those in MS Word, MS Excel, or pdf), or

(b) Sent by regular mail (express mail acceptable) or hand delivered. The original and two copies must arrive by the above deadline at the following address:

Office of Naval Research
Attention: T. Cristinzio, Code 251
875 North Randolph Street, Suite 1425
Arlington, VA 22203-1995
Ref: 05-0006-01

Note 1: Suite 1425 is the general suite number that must be used for all mail delivered to ONR through the United States Postal Service (USPS). For express delivery services (except for USPS Express and Priority) use the actual room number for the person listed above in paragraph 6.3(b), which is Suite 1272C instead of Suite 1425.

Note 2: USPS and Priority Services take at least a day longer than advertised since the mail gets delivered to the Navy mail facility before coming to ONR.

7.0 Evaluation Information

7.1 Evaluation Criteria: A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following Technical and Price/Cost Factors:

Technical Factors

- (1) Proposed personnel
- (2) Management Plan and Technical Approach
- (3) Past performance on earlier tasks under this and similar contracts
- (4) Corporate Facilities

Price/Cost Factors

- (5) Cost

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Cost Factors.

The Offeror's technical capability (as measured by the Technical Factors) and Cost Factor are equal in importance. In regards to the stated Technical Factors, Technical Factor 1 is of the greatest weight; Technical Factors 2 through 3 are equally weighted. Technical Factor 4 is of less value than all other Technical Factors.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Contractor's performance with previous orders, if any, under this contract and similar contracts.

7.2. Award: The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award and start date of this Order is on or around 30 September 2005.

8.0 Submission of Questions: Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable forms of written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may

not be answered and the due date for submission of proposals may not be extended.

9.0 Solicitation Amendments: Any amendments to this solicitation will be posted along with the solicitation on the ONR website. It is the Offeror's responsibility to regularly check for any postings of solicitations, amendments, and questions and answers under this or any other MATOC Solicitation.

10.0 Point of Contact: The Point of Contact for this solicitation is T. Cristinzio, Contract Specialist, E-mail: toni_cristinzio@onr.navy.mil, and telephone 703-696-8448. The alternative Point of Contact is Vera M. Carroll, Branch Head, E-mail: carrolv@onr.navy.mil and telephone 703-696-2610.

**Non-Disclosure Agreement Regarding Contractor Support
for the Office of Naval Research**

The undersigned individual, _____, agrees, both in his personal capacity and as an employee of _____ as follows:

BACKGROUND

1. The mission of the Office of Naval Research is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:
 - i. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
 - ii. Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
 - iii. Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.
 - iv. Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.
 - v. Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.
 - vi. Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.
2. The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

AGREEMENT

1. The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative¹ any information² relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.
2. The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature _____

Printed Name _____

Date _____

Concurrence by the employer:

Supervisor/Manager Signature _____

Printed Name _____

Date _____

¹ Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

² This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files